



# TORQ Analysis of Packers and Packagers, Hand to Mail Clerks and Mail Machine Operators, Except Postal Service




## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Packers and Packagers, Hand	53-7064.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:
















85

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level		74		Level		88		Level		92	
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Finger Dexterity	41	11	50	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Category Flexibility	41	9	53								
Speech Recognition	37	7	50								
Near Vision	41	4	59								
Oral Comprehension	44	3	50								
Problem Sensitivity	37	3	50								
Selective Attention	39	2	53								

LEVEL and IMPT (IMPORTANCE) refer to the Target Mail Clerks and Mail Machine Operators, Except Postal Service. GAP refers to level difference between Packers and Packagers, Hand and Mail Clerks and Mail Machine Operators, Except Postal Service.

## ASK ANALYSIS

### Ability Level Comparison - Abilities with importance scores over 50

Description	Packers and Packagers, Hand	Mail Clerks and Mail Machine Operators, Except Postal Service	Importance
Near Vision	37 	41 	59 
Category Flexibility	32 	41 	53 
Selective Attention	37 	39 	53 
Oral Comprehension	41 	44 	50 
Problem Sensitivity	34 	37 	50 



Information Ordering	37	<div><div></div></div>		<div><div></div></div>	37		<div><div></div></div>	50
Finger Dexterity	30	<div><div></div></div>		<div><div></div></div>	41		<div><div></div></div>	50
Speech Recognition	30	<div><div></div></div>		<div><div></div></div>	37		<div><div></div></div>	50
Skill Level Comparison - Abilities with importance scores over 69								
Description	Packers and Packagers, Hand	Mail Clerks and Mail Machine Operators, Except Postal Service		Importance				
Knowledge Level Comparison - Knowledge with importance scores over 69								
Description	Packers and Packagers, Hand	Mail Clerks and Mail Machine Operators, Except Postal Service		Importance				

Experience & Education Comparison							
Related Work Experience Comparison				Required Education Level Comparison			
Description		Packers and Packagers, Hand	Mail Clerks and Mail Machine Operators, Except Postal Service	Description		Packers and Packagers, Hand	Mail Clerks and Mail Machine Operators, Except Postal Service
10+ years		0%	0%	Doctoral		0%	0%
8-10 years		0%	0%	Professional Degree		0%	0%
6-8 years		0%	0%	Post-Masters Cert		0%	0%
4-6 years		0%	3%	Master's Degree		0%	0%
2-4 years		0%	1%	Post-Bachelor Cert		0%	0%
1-2 years		1%	3%	Bachelors		0%	0%
6-12 months		0%	10%	AA or Equiv		0%	0%
3-6 months		18%	4%	Some College		0%	6%
1-3 months		9%	7%	Post-Secondary Certificate		0%	1%
0-1 month		13%	5%	High School Diploma or GED		62%	37%
None		56%	63%	No HSD or GED		36%	54%
Packers and Packagers, Hand				Mail Clerks and Mail Machine Operators, Except Postal Service			
Most Common Educational/Training Requirement:							
Short-term on-the-job training			Short-term on-the-job training				
Job Zone Comparison							
1 - Job Zone One: Little or No Preparation Needed			1 - Job Zone One: Little or No Preparation Needed				
No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.			No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.				
These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.			These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.				
Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.			Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.				

## Tasks



## Packers and Packagers, Hand

## Core Tasks

## Generalized Work Activities:

- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

## Specific Tasks

## Occupation Specific Tasks:

- Assemble, line, and pad cartons, crates, and containers, using hand tools.
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Examine and inspect containers, materials, and products to ensure that packing specifications are met.
- Load materials and products into package processing equipment.
- Mark and label containers, container tags, or products, using marking tools.
- Measure, weigh, and count products and materials.
- Obtain, move, and sort products, materials, containers, and orders, using hand tools.
- Place or pour products or materials into containers, using hand tools and equipment, or fill containers from spouts or chutes.
- Record product, packaging, and order information on specified forms and records.
- Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.
- Seal containers or materials, using glues,

## Mail Clerks and Mail Machine Operators, Except Postal Service

## Core Tasks

## Generalized Work Activities:

- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

## Specific Tasks

## Occupation Specific Tasks:

- Accept and check containers of mail or parcels from large volume mailers, couriers, and contractors.
- Add ink, fill paste reservoirs, and change machine ribbons when necessary.
- Adjust guides, rollers, loose card inserters, weighing machines, and tying arms, using rules and hand tools.
- Affix postage to packages or letters by hand, or stamp materials, using postage meters.
- Answer inquiries regarding shipping or mailing policies.
- Clear jams in sortation equipment.
- Contact delivery or courier services to arrange delivery of letters and parcels.
- Determine manner in which mail is to be sent, and prepare it for delivery to mailing facilities.
- Fold letters or circulars and insert them in envelopes.
- Insert material for printing or addressing into loading racks on machines, select type or die sizes, and position plates, stencils, or tapes in machine magazines.
- Inspect mail machine output for defects; determine how to eliminate causes of any defects.
- Lift and unload containers of mail or



fasteners, nails, and hand tools.

- Transport packages to customers' vehicles.

#### Detailed Tasks

##### Detailed Work Activities:

- attach or mark identification onto products or containers
- clean rooms or work areas
- examine products or work to verify conformance to specifications
- load or unload material or workpiece into machinery
- load, unload, or stack containers, materials, or products
- maintain production or work records
- measure, weigh, or count products or materials
- move or fit heavy objects
- operate packaging or banding machine or equipment
- package goods for shipment or storage
- perform safety inspections in manufacturing or industrial setting
- sort manufacturing materials or products
- use hand or power tools
- wrap products

#### Technology - Examples

##### Data base user interface and query software

- Data entry software

##### Inventory management software

- Inventory tracking software

##### Spreadsheet software

- Spreadsheet software

#### Tools - Examples

- Computerized scales
- Electronic water-activated tape dispensers
- Bundling equipment
- Industrial scales
- Forklifts
- Bagging machines
- Glue guns
- Claw hammers
- Heat shrink guns
- Shrink wrap machines

parcels onto equipment for transportation to sortation stations.

- Mail merchandise samples or promotional literature in response to requests.
- Operate computer-controlled keyboards or voice recognition equipment in order to direct items according to established routing schemes.
- Operate embossing machines or typewriters to make corrections, additions, and changes to address plates.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- Read production orders to determine types and sizes of items scheduled for printing and mailing.
- Release packages or letters to customers upon presentation of written notices or other identification.
- Remove containers of sorted mail/parcels, and transfer them to designated areas according to established procedures.
- Remove from machines printed materials such as labeled articles, postmarked envelopes or tape, and folded sheets.
- Seal or open envelopes, by hand or by using machines.
- Sell mail products, and accept payment for products and mailing charges.
- Sort and route incoming mail, and collect outgoing mail, using carts as necessary.
- Stamp dates and times of receipt of incoming mail.
- Start machines that automatically feed plates, stencils, or tapes through mechanisms, and observe machine operations in order to detect any malfunctions.
- Use equipment such as forklifts and automated "trains" to move containers of mail.
- Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Weigh packages or letters to determine postage needed, using weighing scales and rate charts.
- Wrap packages or bundles by hand, or by using tying machines.

#### Detailed Tasks

##### Detailed Work Activities:

- answer customer or public inquiries
- demonstrate or explain assembly or use of equipment
- distribute correspondence or mail
- fill out business or government forms
- insert mail into slots of mail rack
- inspect mail preparation or handling



- Pallet jacks

- Label applicators

- Label printers

- Stencil machines

- Vacuum packagers

- Stencil brushes

- Stencil rollers

- Personal computers

- Power nailers

- Power saws

- Power tackers

- Computer scanners

- Straight screwdrivers

- Carton closing staplers

- Electric tabletop staplers

- Combination polypropylene strapping tools

- Strap sealers

- Measuring tapes

- Utility knives

- Strap cutters

- Plastic strap crimpers

- Strapping machines

- inspect mail preparation or handling machine output for defects
- inspect outgoing mail for conformance to standards or accuracy
- maintain inventory of office forms
- maintain records, reports, or files
- measure, weigh, or count products or materials
- monitor operation of document sorting machine
- monitor operation of mail preparation or handling machines
- operate alpha or numeric mail sorting systems
- operate business machines
- operate printing equipment/machinery
- package goods for shipment or storage
- process mail through postage machine
- process orders for merchandise
- proofread printed or written material
- provide customer service
- provide customer service in postal or mail service setting
- read work order, instructions, formulas, or processing charts
- set up production equipment or machinery
- sort mail letters or packages
- use computers to enter, access or retrieve data
- use oral or written communication techniques

#### Technology - Examples

### Labor Market Comparison

Description	Packers and Packagers, Hand	Mail Clerks and Mail Machine Operators, Except Postal Service	Difference
Median Wage	N/A	\$ 23,250	N/A
10th Percentile Wage	N/A	\$ 15,120	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 28,470	N/A
90th Percentile Wage	N/A	\$ 33,170	N/A
Mean Wage	N/A	\$ 23,730	N/A
Total Employment - 2007	3,780	490	-3,290



Employment Base - 2006	3,693	485	-3,208
Projected Employment - 2016	3,353	395	-2,958
Projected Job Growth - 2006-2016	-9.2 %	-18.5 %	-9.4 %
Projected Annual Openings - 2006-2016	45	13	-32

### National Job Posting Trends

Trend for Packers and Packagers, Hand

Trend for  
Mail  
Clerks and  
Mail  
Machine  
Operators,  
Except  
Postal  
ServiceData from [Indeed](http://Indeed.com)

### Recommended Programs

#### General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

### Maine Statewide Promotion Opportunities for Packers and Packagers, Hand



O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-5081.03	Stock Clerks-Stockroom, Warehouse, or Storage Yard	88	1	7,670	\$19,860.00	\$19,860.00	-9%	180
45-2041.00	Graders and Sorters, Agricultural Products	88	1	170	\$17,170.00	\$17,170.00	-21%	4
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	85	1	490	\$23,250.00	\$23,250.00	-19%	13
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	84	2	970	\$41,950.00	\$41,950.00	-12%	10
43-5081.04	Order Fillers, Wholesale and Retail Sales	83	2	7,670	\$19,860.00	\$19,860.00	-9%	180
35-3022.00	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	82	1	1,520	\$17,050.00	\$17,050.00	6%	115
43-5081.01	Stock Clerks, Sales Floor	82	1	7,670	\$19,860.00	\$19,860.00	-9%	180
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food	82	1	13,410	\$16,470.00	\$16,470.00	15%	455
43-5081.02	Marking Clerks	81	2	7,670	\$19,860.00	\$19,860.00	-9%	180
35-9011.00	Dining Room and Cafeteria Attendants and Bartender Helpers	80	1	800	\$15,960.00	\$15,960.00	7%	40
35-3041.00	Food Servers, Nonrestaurant	80	1	890	\$18,050.00	\$18,050.00	8%	21
35-2021.00	Food Preparation Workers	80	1	5,500	\$20,040.00	\$20,040.00	10%	245
35-3031.00	Waiters and Waitresses	80	1	10,610	\$15,700.00	\$15,700.00	8%	680
35-9031.00	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	80	1	1,190	\$18,840.00	\$18,840.00	8%	94
39-3093.00	Locker Room, Coatroom, and Dressing Room Attendants	79	1	20	\$15,760.00	\$15,760.00	10%	1



### Top Industries for Mail Clerks and Mail Machine Operators, Except Postal Service

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Advertising and related services	541800	13.09%	19,902	20,577	3.39%
Employment services	561300	6.47%	9,834	9,148	-6.98%
Newspaper publishers	511110	5.47%	8,311	5,233	-37.03%
Federal government, excluding postal service	919999	4.85%	7,382	5,130	-30.52%
Management of companies and enterprises	551100	3.77%	5,728	4,853	-15.27%
Religious organizations	813100	3.71%	5,649	4,983	-11.79%
Data processing, hosting, and related services	518200	3.58%	5,446	5,411	-0.64%
Colleges, universities, and professional schools, public and private	611300	3.16%	4,809	3,954	-17.77%
Printing and related support activities	323100	2.83%	4,298	2,503	-41.76%
Couriers	492100	2.30%	3,494	2,760	-21.02%
Direct insurance (except life, health, and medical) carriers	524120	2.24%	3,403	2,615	-23.18%
Depository credit intermediation	522100	2.16%	3,284	2,461	-25.06%
Electronic shopping and mail-order houses	454100	1.84%	2,798	2,572	-8.06%
Legal services	541100	1.82%	2,760	2,228	-19.27%
Insurance agencies and brokerages	524210	1.42%	2,165	1,800	-16.86%

### Top Industries for Packers and Packagers, Hand

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Grocery stores	445100	23.45%	195,489	170,632	-12.72%
Employment services	561300	16.61%	138,507	140,239	1.25%
Warehousing and storage	493100	4.55%	37,952	40,553	6.85%
Plastics product manufacturing	326100	4.14%	34,557	29,305	-15.20%
Grocery and related product wholesalers	424400	2.27%	18,955	16,581	-12.52%
Animal slaughtering and processing	311600	2.18%	18,192	16,610	-8.70%
Bakeries and tortilla manufacturing	311800	1.99%	16,610	13,573	-18.28%
Other support services	561900	1.84%	15,382	16,858	9.60%
Other food manufacturing	311900	1.47%	12,295	10,313	-16.12%
Electronic shopping and mail-order houses	454100	1.40%	11,700	11,708	0.07%
Converted paper product manufacturing	322200	1.40%	11,679	7,841	-32.87%
Printing and related support activities	323100	1.38%	11,483	7,279	-36.61%





Couriers	492100	1.36%	11,331	9,741	-14.03%
Miscellaneous nondurable goods merchant wholesalers	424900	1.19%	9,911	8,620	-13.02%
Fruit and vegetable preserving and specialty food manufacturing	311400	0.82%	6,843	4,963	-27.47%